



QUARTERLY REPORT
TRANSIENT LODGING TAX

CITY OF GRESHAM
Finance & Information Technology
1333 NW Eastman Parkway
Gresham, OR 97030-3813

Period Ending:

Due Date:

Be sure this form is filled in completely and correctly. Penalties will be assessed for delinquency.

YOUR CHANGE OF ADDRESS

must be filed and reported immediately to the Finance Officer.

IF BUSINESS IS DISPOSED OF OR SUSPENDED, closing return and certificate of authority must be filed immediately at City Hall, and the tax due must be paid. A change of ownership cannot be recorded until this is done.

CHECKS, DRAFTS, POSTAL NOTES AND MONEY ORDERS

in the exact amount of tax due are accepted by the Finance Officer only as agent of the taxpayer and do not constitute payment until cleared. The Finance Officer assumes no responsibility for loss in transit.

REMITTANCE: Avoid penalty, be sure proper remittance in enclosed.

Make Checks Payable to:
CITY OF GRESHAM

Direct inquiries to:
Melanie Wynne
Accountant
503 618-2713

TAX CALCULATION

1.	Gross Rent	\$
	Less Allowable Deductions:	
2.	Rent (by Month)	\$
3.	Rent Less Than \$2.00 per day	\$
4.	Government Contracts	\$
5.	Uncollectables	\$
6.	Total Allowable Deductions: (Add lines 2, 3, 4, & 5)	\$
7.	Taxable Rents (Line 1 minus Line 6)	\$
8.	TOTAL TAX DUE (6% of Line 7)	\$
9.	Penalty	\$
10.	Interest	\$
11.	Adjustment for Prior Return	\$
12.	TOTAL TAX, PENALTY, & INTEREST (Line 8, 9, 10, & 11)	\$

Number of Rooms _____

I DECLARE, UNDER PENALTY OF MAKING FALSE STATEMENT, THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE STATEMENTS HEREIN ARE CORRECT AND TRUE.

Signature

Title

Date